



PUBLIC RECORDS REQUEST FORM

This form is used to process public record requests in accordance with the Oregon Public Records Law (ORS Chapter 192). Persons wanting to inspect or obtain copies of public records need to complete this form and submit it to:

**Finance Department
City of Woodburn
270 Montgomery Street
Woodburn, OR 97071**

**Phone: 503-982-5222
Fax: 503-982-5244
TTY: 503-982-7433**

Requests are processed within a reasonable time, normally within five business days of receipt.

DESCRIPTION OF PUBLIC RECORDS REQUESTED *(include as much detail as possible, i.e., type of document, publication or release dates, authors, title, ordinance number, etc.):*

I am interested in: ☐ Personally Inspecting Records ☐ Obtaining Copies

REQUEST SUBMITTED BY:

Name: _____ Date: _____
Organization: _____ Phone: _____
Address: _____ Fax: _____
City/State/Zip: _____

Signature of Requestor: _____

FEES: *Fees are payable at the time of receipt of the records and are subject to change. Make checks payable to: City of Woodburn.*

Copy Fee (Documents)

\$0.05 per page side (plus a research fee of \$31/hour, charged to the nearest 1/4 hour, only for complex duplicative requests requiring over 1/4 hour of research). Additional charges may be added for postage and handling.

Copy Fee (Audio Tapes)

\$3.00 per tape (plus a research fee of \$31/hour, charged to the nearest 1/4 hour, or the copying of non-standardized tapes only for complex duplicative requests requiring over 1/4 hour of research). Additional charges may be added for postage and handling.

FOR OFFICE USE ONLY:

Date Rec'd: _____	Date Provided: _____	Fee Paid: _____
Remarks: _____		